

OJP



Grants to Encourage Arrest Policies Program

Fiscal Year 2000 Continuation Application Guidelines

February 7, 2000

Dear Colleague,

On November 29, the President signed the Fiscal Year 2000 State, Justice and Commerce appropriation which included \$34 million for the Grants To Encourage Arrest Policies Program (Arrest Program). Due to the large number of current Arrest grantees and the limited amount of available funds, the Violence Against Women Office can only provide continuation support to FY 1998 and FY 1999 grantees that will exhaust all funds this fiscal year, and that have successfully implemented the goals and statutory purposes of the Arrest Program.

Due to limited funding, each applicant may apply for an award up to the amount included in the application kit that will be delivered via Federal Express. Careful consideration should be given to the resources needed to successfully implement the project proposed, and the application should include a realistic budget that accurately reflects project costs. Continuation budgets should be based on dollar amounts from FY 1998 or FY 1999 budgets that were devoted to paying project personnel and supporting essential project activities. Project personnel includes government positions as well as positions supported through contracts and consulting arrangements.

Please be aware that OJP has the right to make grants for lesser amounts than requested and to negotiate the scope of work with applicants prior to the awarding of grants. The Arrest Program is a discretionary grant program. There is no guarantee of continuation funding. While the Office of Justice Programs will make every effort to provide continuation funding to projects that are successfully implementing the goals and statutory purposes of the Arrest Program, grant recipients should plan for institutionalization and maintenance of project activities in the absence of continued federal support. In fiscal year 2000, all applicants are required to include with their applications a plan describing how the costs of sustaining projects currently funded by VAWO will be gradually absorbed by States, tribes and local communities.

This year the Office of Justice Programs (OJP) requires you to submit your application for funding through the new OJP user-friendly **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

In FY 1999, GMS was implemented as a pilot project for optional electronic submission of applications for funding from the OJP Program Offices including the Corrections Program Office, Drug Courts Program Office, Executive Office for Weed and Seed, Office for State and Local Domestic Preparedness Support, and the Violence Against Women Office. In FY 2000, all applications for OJP funding will only be accepted electronically through GMS.

Please use the enclosed application guidelines to assist you in preparing your continuation application. Applications must be submitted electronically through the Grants Management System to the Office of Justice Programs no later than March 17, 2000. However, to accommodate those grantees whose project periods end on February 29, 2000, we will **immediately be accepting GMS electronic submission of applications**. Please be advised that it will take at least four weeks from the time we receive your application to process your award.

For more information on the goals and objectives of the Arrest Program, review the FY 1998 Arrest

Program Application Guidelines at www.ojp.usdoj.gov/vawo/, "Grant Descriptions and Application Kits."

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in the enclosed package. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

You may contact Edward Seighman at (202)305-2649 if you have any questions. We look forward to receiving your application.

Bonnie Campbell, Director
Violence Against Women Office

enclosure

This package contains instructions for submitting your continuation application for FY 2000 support through the Grants to Encourage Arrest Policies Program (Arrest Program). All applications must be submitted online via the new OJP Grants Management System (GMS). Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process. Applications will be accepted immediately, but must be received no later than March 17, 2000. Enclosed please find the following instructions:

1. Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System
2. Program Guidelines
3. Administrative Requirements
4. Reporting Requirements
5. Suspension or Termination of Funding
6. Application Content
7. SF-424 Instructions (note: the SF-424 form is not included in this packet, as it will be completed online via the Grants Management System)
8. Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement (note: you will be "signing off" on these assurances and certifications electronically via the Grants Management System)
9. Budget Detail Worksheet (note: you will submit your budget and budget narrative online via the GMS as attachments; when you are preparing your budget, please use the Budget Detail Worksheet as a guide, including all the required information and budget categories, as needed, in your document)
10. Sample Budget
11. Single Points of Contact
12. STOP Violence Against Women Formula Grant Program List of Designated State Agencies
13. State Offices Administering the Byrne Formula Grant Program

Submission of application kit

This year the Office of Justice Programs (OJP) requires you to submit your application for funding through the new OJP user friendly **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

In FY 2000, all applications for OJP Program Office funding will only be accepted electronically through GMS.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* following. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account (*if you do not have one, see directions below), go to **www.ojp.usdoj.gov/fundopps.htm**. **An online GMS Applicant User's Manual is available on this page, and you may link directly** to the OJP Grants Management System (GMS) which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP Program Office Grant Funding.
- ◆ **Step 3.** Click on "**New User? Register Here.**"
- ◆ **Step 4.** Follow the onscreen instructions to **register** with the GMS system. After registration, you will **receive confirmation through e-mail** from the Violence Against Women Office that you are eligible to submit an application.
- ◆ **Step 5.** To **submit** your application online, complete the instructions for filling out the 424/Application for Federal Assistance, attach and upload your budget narrative, budget detail, and program narrative in either word processing or spreadsheet files. After submission, you will **receive confirmation through e-mail** that OJP has received your application and you will be given an **application number** for future reference. **For documents that you can not submit electronically through GMS (i.e., Indirect Cost Agreements, MOU/MOAs, support letters), please fax these referencing your application number and grant program to 202/354-4147.**

**If you do not already have an Internet account, you must establish one in order to apply online for Office of Justice Programs funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.*

PROGRAM GUIDELINES

Award Period

The award period for continuation grants will be **12 months**. Budgets must reflect 12 months of project activity.

Award Amount

Due to limited funding, each applicant may apply for an award up to the amount included in the application kit that will be delivered via Federal Express. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should be based on dollar amounts from FY 1998 or FY 1999 budgets that were devoted to paying project personnel and supporting essential project activities. Project personnel includes government positions as well as positions supported through contracts and consulting arrangements. OJP has the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to the awarding of grants.

Future Funding

The Grants to Encourage Arrest Policies Program (Arrest Program) is a discretionary grant program. There is no guarantee of continuation funding. While the Office of Justice Programs will make every effort to provide continuation funding to projects that are successfully implementing the goals and statutory purposes of the Arrest Program, grant recipients should plan for institutionalization and maintenance of project activities in the absence of continued federal support. **In fiscal year 2000, all applicants are required to include with their applications a plan describing how the costs of sustaining projects currently funded by VAWO will be gradually absorbed by States, tribes and local communities.**

Authorized Program Purposes

The Violence Against Women Act directs that the Grants to Encourage Arrest Policies be used to:

- ▶ **Implement mandatory arrest or pro-arrest programs and policies in police departments, including mandatory arrest programs or pro-arrest programs and policies for protection order violations;**
- ▶ **Develop policies and training programs in police departments and other criminal justice agencies to improve tracking of cases involving domestic violence;**
- ▶ **Centralize and coordinate police enforcement, prosecution, probation, parole or judicial responsibility for domestic violence cases in groups or units of police officers, prosecutors, probation and parole officers or judges;**
- ▶ **Coordinate computer tracking systems to ensure communication between police,**

prosecutors, and both criminal and family courts;

- ▶ **Strengthen legal advocacy service programs for victims of domestic violence by providing complete information and support for a victim of domestic violence as the case against her abuser moves through the criminal justice system; and**
- ▶ **Educate judges, and others responsible for judicial handling of domestic violence cases, in criminal, tribal, and other courts about domestic violence and improve judicial handling of such cases.**

Ensuring victim safety and offender accountability are the guiding principles underlying the Grants to Encourage Arrest Policies Program.

Coordination with STOP Formula Grant Program and Other Federal Efforts

To ensure the consistency of state goals with respect to reducing violence against women, state applicants are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant, unless there is a compelling reason to place responsibility for the Arrest Program with a different agency. Applicants are required to submit a copy of their application to the State agency that administers the STOP Formula Grant Program. In addition, all applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne state agencies can be found in the appendices.

Violence Against Women Office Technical Assistance Program

Grant recipients must agree to work in collaboration with OJP-designated contractors providing technical assistance through the Violence Against Women Office. Grant recipients will be asked to identify advocates from local domestic violence programs, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in institutes, workshops, and other technical assistance activities or events. As participation in these activities or events will often involve out-of-state travel, applicants are required to include \$25,000 in the project budget to support travel costs associated with these activities. This amount should be included in the budget's "Travel" category, should be accompanied by an estimated number of trips, and should be broken down into estimated costs associated with each trip (airfare, lodging, per diem, cab fare, etc.).

Additionally, any portion of this amount that would be used to support the travel of non-profit partners must appear in the "Contracts" category. If this is done, the dollar amount must be clearly designated as travel funds for the non-profit partners.

Collaboration with Non-profit, Non-governmental Domestic Violence Programs

All applicants are required to enter into formal, respectful collaborations with non-profit, non-governmental organizations serving victims of domestic violence. Domestic violence advocates must be involved in the development and implementation of the project.

Furthermore, budgets must include funds that support personnel and services provided by the non-profit, non-governmental organizations that participate in the development

and implementation of the project.

Additionally, a portion of the \$25,000 allocated to travel expenses may be used to support the travel of participating non-profit, non-governmental domestic violence advocates. If this is done, the dollar amount must appear in the "*Contracts*" category, and must be clearly designated as travel funds for the non-profit partners.

Impact of the Project

Grantees must collect and maintain data that measures the impact of the jurisdiction's current and prior efforts to implement a coordinated community response to reduce and stop violence against women. Specifically, OJP is seeking data, including baseline information, that illustrates the impact of efforts before and after implementation of any grant-supported strategies. Data of particular interest to OJP includes, but is not limited to, increases or decreases in the number of: 911 calls, arrests, domestic violence prosecutions or dismissals, domestic homicides, recidivism rates, conviction rates for domestic violence cases, protection order violations and dual arrests.

ADMINISTRATIVE REQUIREMENTS

Assurances

This package includes a list of assurances that the applicant must comply with in order to receive Federal funds under this Program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audits. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Purchase of American-Made Equipment and Products

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

Human Subject Testing

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving

human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must agree to the terms of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace.

Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

National Environmental Protection Act Certification

The applicant must submit a letter, signed by its chief executive official, certifying that none of the following activities will be conducted through the OJP federally funded action or a related third party action:

1. New construction.
2. Any renovation or remodeling of a property:
 - (a) listed on or eligible for listing on the National Register of Historic Places; or

(b) located within a 100-year flood plain.

3. A renovation which would change the basic prior use of a facility or significantly change its size.
4. Research and technology whose anticipated and future application could be expected to have an effect on the environment.
5. Implementation of a program involving the use of chemicals.
6. The proposed action is neither a phase nor a segment of a project which, when viewed in its entirety, would not otherwise meet the criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of the Code of Federal Regulations.

Signed National Environmental Protection Act Certification Letters must be mailed separately to the Violence Against Women Office or faxed separately to 202-305-2589 by March 17, 2000, attention: Edward Seighman, Arrest Program

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

REPORTING REQUIREMENTS

Financial Status Report

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards will be withheld, and access to grant funds will be denied, if the financial status reports are delinquent.

Single Audit Report

Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

Semi-annual Progress Report

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund draw downs may be withheld if the progress reports are delinquent.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Violence Against Women Act of 1994, program guidelines issued thereunder, or other provisions of Federal law;
- # Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
- # Proposing or implementing substantial changes to the extent that, if originally submitted, the application would not have been selected for funding;
- # Filing a false certification in this application or other report or document; or
- # Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR, part 18.

APPLICATION CONTENT

Under the new Grants Management System (GMS), the SF-424, project narrative, budget and budget narrative and other forms will be submitted online. To **submit** your application online, use the GMS Instructions to complete the 424/Application for Federal Assistance **and attach** and upload your budget narrative, budget detail worksheet, and program narrative in either word processing or spreadsheet files. A fully executed continuation application, for the purposes of this Program, must include the following:

7. **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online via the GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.590, and the title is Grants to Encourage Arrest Policies Discretionary Grants Program. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Eligible grantees for this Program are **States, Indian tribal governments, and units of local government**. For the purposes of this program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia and the Trust Territory of the Pacific Islands.

By statute, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, courts, probation and parole departments, shelters, universities and non-profit, non-governmental victim service agencies **are not** units of local government for the purposes of this grant program. These agencies or organizations may administer grant funds, and they may be responsible for the development and implementation of the project, but they **must apply through a State, Indian tribal government or a local unit of government**.

For purposes of the SF-424, please list the Employer Identification Number (EIN) of the jurisdiction applying for the grant and not the EIN of the agency administering the funds (Block 6). **Block 18 must be signed by the chief executive officer of the State, Indian tribal government or local unit of government applying for funds.**

2. **Abstract (not to exceed one page)**

Please include a one-page summary describing the proposed plan of action and how it fits into the applicant's overall strategy to encourage arrest policies as an effective domestic violence intervention and as part of a coordinated community response to the problem.

3. **Project Narrative**

The Project Narrative must be submitted on line via the Grants Management System **as an attachment**. The Project Narrative may not exceed 12 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

a. **Impact of the Project (not to exceed one page) :**

Please describe the impact of the current project on your State, tribe or community, including descriptions of systemic and attitudinal changes which have occurred as a result of Arrest Program funds and other funds administered by the Violence Against Women Office. Please provide a description that illustrates the "before and after" impact of the existing project, including any data on how grant funds have affected the number of 911 calls, violations of protection orders, arrests, dual arrests, prosecution and dismissal of domestic violence cases, conviction rates, recidivism and domestic homicide.

b. **Status of the Current Project (not to exceed two pages):**

This section should describe what has been accomplished by the current project, including: 1) a list of the goals and objectives for the original project, describing the status of each; 2) the status of completion of any project products; and 3) unanticipated obstacles to project implementation.

c. **Need for the Project (not to exceed one page):**

This section should briefly: 1) describe the problem to be addressed and how continuation funding would alleviate it; 2) identify the target population and state how the target population would benefit from the proposed project; and 3) describe the communities in which the project would be implemented, including location, population, and other relevant demographic information.

d. **What Will be Done (not to exceed four pages):**

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each. It should also include a time frame that identifies when activities would be accomplished. Continuation grants must be based on the approved project goals, objectives and activities from the most recently negotiated Arrest Program award. The applicant should specify how additional funding will maintain and/or enhance the existing project.

e. **Who Will Implement the Project (not to exceed one page):**

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities and the collaborative

relationship to be developed/enhanced among criminal justice system practitioners, domestic violence advocates, and other community service providers.

All applications must include the required Memorandum of Understanding (MOU) as a separate attachment to the application (see the description below). Signed MOU's must be mailed separately to the Violence Against Women Office or faxed separately to 202-305-2589 by March 17, 2000, attention: Edward Seighman, Arrest Program.

A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

f. **The Products (not to exceed one page):**

This section should describe the products that will be generated and how they could be used to assist other jurisdictions in addressing domestic violence. Grantees will be required to submit all products to the Violence Against Women Office for review prior to public release.

g. **How Success Will be Measured (not to exceed one page):**

This section should describe the criteria that would be used to evaluate the project's effectiveness. It should explain how the evaluation would be conducted and identify the specific data collection and analysis techniques to be used. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the procedures, technology, or services supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.

As a special condition to the award, grantees will be required to collect and maintain data that measures the impact of the jurisdiction's current and prior efforts to reduce and stop violence against women. Specifically, grantees are required to collect data, including baseline information, that illustrates the impact of efforts before and after implementation of any grant-supported strategies. Again, data to be collected includes, but is not limited to, the number of 911 calls, arrests, dual arrests, violations of protection orders, prosecution and dismissal of domestic violence cases, conviction rates, recidivism and domestic homicide.

h. **Related Federal Projects:**

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant

must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

- 1) a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts¹, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose;
 - 2) information on any pending application/s for Federal money for this or related efforts;
 - 3) how existing efforts would be coordinated with the funding sought through this application; and
 - 4) how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices F and G, respectively).
- Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process.**

4. Budget and Budget Narrative

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should be based on dollar amounts from FY 1998 or FY 1999 budgets that were devoted to paying project personnel and supporting essential project activities. Project Personnel includes government positions as well as positions supported through contracts and consulting arrangements.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects.

¹ *Related efforts* is defined for these purposes as for:

- the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

Supplemental contributions may be cash, in-kind services, or a combination of both. Any match contributions can be discussed in the project narrative, however, match contributions should not be included in the budget or budget narrative. Additionally, any match that is included in the budget may be the subject of an audit.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

All applicants must include a \$25,000 line item in their budgets for travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers. This amount should be included in the "Travel" category.

Additionally, any portion of this amount that would be used to support the travel of non-profit partners must appear in the "Contracts" category. If this is done, the dollar amount must be clearly designated as travel funds for the non-profit partners.

Applicants are also urged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants in the financial administration of Office of Justice Programs formula and discretionary grant programs.

A Budget Detail Worksheet is included in this package. You will submit your budget and budget narrative online via the Grants Management System **as attachments**. However, when preparing these items, please use the Budget Detail Worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. the proposed amount and uses of grant funds over the grant period; and
- b. how the amounts of the specific budget items were determined.

5. **Certifications and Assurances Regarding Arrest Policies**

All applicants must submit a letter of certification signed by the chief executive officer of the State, Indian tribal government or the local unit of government applying. The letter must certify that the laws or official policies of the jurisdiction:

- ▶ encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
- ▶ encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- ▶ demonstrate that their laws, policies, or practices and their training programs discourage dual arrests of offender and victim;

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- ▶ certify that their laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
 - ▶ certify that their laws, policies, or practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, that the abused bear the costs associated with filing criminal charges or the service of such charges on an abuser, or that the abused bear the costs associated with the issuance or service of a warrant, protection order, or witness subpoena (arising from the incident that is the subject of arrest or criminal prosecution).

The letter of certification must be signed by the chief executive official of the governmental unit that is acting as the applicant.

Signed letters of certification must be mailed separately to the Violence Against Women Office or faxed separately to 202-305-2589 by March 17, 2000, attention: Edward Seighman.

6. Memorandum of Understanding

Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2000) Memorandum of Understanding (MOU) developed by all participating criminal justice agencies and non-profit, non-governmental domestic violence programs. The Memorandum of Understanding must:

- ▶ provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;
- ▶ describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate.
- ▶ specify the extent of each party's participation in developing the application;
- ▶ clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;
- ▶ identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;
- ▶ demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- ▶ indicate approval of the proposed project budget by all signing parties; and

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- ▶ describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).

The Memorandum of Understanding must be signed by the chief executives of each of the participating agencies.

Letters of support may not be submitted in lieu of the Memorandum of Understanding.

Signed MOU's must be mailed separately to the Violence Against Women Office or faxed separately to 202-305-2589 by March 17, 2000, attention: Edward Seighman

7. **Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).** Review the enclosed forms. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System.
8. **Non-Supplantation Letter** - A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*). Signed letters must be faxed separately to 202-305-2589 by March 17, 2000, attention: Edward Seighman

Applications must be submitted online via the new OJP Grants Management System. Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process.

Applications will be accepted immediately, but must be received no later than March 17, 2000.

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED		Applicant identifier	
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, state and zip code):			Name and telephone number of the person to be contacted on matters involving the application (give area code)		
6. EMPLOYER IDENTIFICATION (EIN) <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div><div>A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District</div><div>H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____</div></div>		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> TITLE:			11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):					
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:			
Start Date	Ending Date	a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$.00	a. YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____			
b. Applicant	\$.00	b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372			
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
d. Local	\$.00				
e. Other	\$.00				
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
g. TOTAL	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED					
a. Typed Name of Authorized Representative			b. Title		c. Telephone number
d. Signature of Authorized Representative					e. Date Signed

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the “Non-Construction” box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	Type of Application: Check either “new” or “continuation”. Check “new”, if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, “[insert agency name]”
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant’s Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	Estimated Funding: In line “a”, enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines “b-f,” as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for violation of a criminal drug statute occurring in the workplace no later than 10 calendar days after such conviction;



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from the employer or otherwise receiving actual notice of such conviction. Employers of employees who are covered by this certification shall submit to the Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUGFREE WORKPLACE REQUIREMENTS

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2) with respect to any employee who is so covered: (1) Also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Requirements for Drug-Free Workplace (Grantees)". (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

Check ☐ if there are workplaces or sites that are not identified here. Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

1. LOBBYING

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), as required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form L.L.L., "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

1. Typed Name and Title of Authorized Representative

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

3. DRUGFREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting my activity under the grant; not, forgery, bribery, falsification or destruction of records, making false statements, or a criminal offense resulting from a violation occurring during the conduct of any grant activity, I will report the violation in writing, within 10 calendar days of the violation to the Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531 paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

The applicant will comply with the above certifications.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> Congressional District, <i>if known</i> :		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :
6. Federal Department/Agency: 	7. Federal Program Name/Description: CDFA Number, <i>if applicable</i> : _____	
8. Federal Action Number, <i>if known</i>:	9. Award Amount, <i>if known</i>: \$ _____	
10. a. Name and Address of Lobbying Entity <i>(if individual, last name, first name, MI)</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI)</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- b. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
1. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
----------------------	--------------------	-------------

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
----------------------	--------------------	-------------	--

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items

Computation

Cost

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose

Description of Work

Cost

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$50 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description

Computation

Cost

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Non-Federal Amount _____

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

SAMPLE

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 12 month budget period.)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Investigator	$(\$50,000 \times 100\% \times 1)$	\$50,000
2 advocates	$(\$50,000 \times 100\% \times 1 \times 2)$	\$100,000
Administrative Assistant	$(\$40,000 \times 50\% \times 1)$	<u>\$20,000</u>
		\$170,000
Cost of living increase	$(\$225,000 \times 2\% \times .5\text{yr.})$	\$2,250
Overtime per investigator	$(\$37.5/\text{hr} \times 100 \text{ hrs} \times 3)$	\$11,250

The investigator and the advocates will be assigned exclusively to domestic violence unit. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$183,500

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
Employer's FICA	\$170,000 x 7.65%	\$13,005	
Retirement	\$170,000 x 6%	\$10,200	
Health Insurance	\$170,000 x 12%	\$20,400	
Workman's Compensation	\$170,000 x 1%	\$ 1,700	
Unemployment Compensation	\$170,000 x 1%	\$ 1,700	
	TOTAL	<u>\$47,005</u>	

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$
				6
				0
				0
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420
OJP-designated Technical Assistance				\$25,000

The two advocates will attend training on domestic violence in Minneapolis in October.

TOTAL \$26,620

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 - 486 Computer w/CD ROM	($\$2,000 \times 3$)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	($\$50/\text{mo} \times 12 \text{ mo}$)	\$ 600
Postage	($\$20/\text{mo} \times 12 \text{ mo}$)	\$ 240
Training Materials	($\$2/\text{set} \times 500 \text{ sets}$)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$1,840

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
Renovation	Add walls	\$5,000
	Build work tables	\$3,000
	Build evidence storage units	\$2,000

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

TOTAL \$10,000

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	
	TOTAL <u>\$9,900</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 12 mo.)	\$10,500

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 12)	\$ 1,200
Printing/Reproduction	(\$150/mo. x 12)	\$ 1,800

TOTAL \$13,500

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
TOTAL		

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>183,500</u>
B. Fringe Benefits	\$ <u>47,005</u>
C. Travel	\$ <u>26,620</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>1,840</u>
F. Construction	\$ <u>10,000</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>13,500</u>
Total Direct Costs	\$ <u>299,365</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>299,365</u>
Federal Request	\$ <u>299,365</u>
Non-Federal Amount	\$ <u>NA</u>

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

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